MAP YOUR NEIGHBORHOOD- MYN POLICY

City of Manhattan Beach







Document Information

Program Name: Map Your Neighborhood (MYN)

Prepared by: Manhattan Beach Neighborhood Watch (MBNW), Manhattan Beach Community Emergency Response Team Association (MBCERTA), Manhattan Beach Fire Department (MBFD)

Executive Summary

The Map Your Neighborhood (MYN) program, launched in 2008, is a cooperative initiative between MBNW, MBCERTA, and MBFD. This is a disaster preparedness and response program for you and your immediate neighbors. It prepares residents to take immediate and effective action after a major disaster.

In a single neighborhood meeting, residents learn the nine essential steps for disaster response, including, but not limited to:

- 1) Safeguarding homes and neighbors
- 2) Preventing small issues from escalating
- 3) Reporting neighborhood status to MBCERTA collection points for coordinated emergency response, even when the 911 system is unavailable.

Program Objectives

- 1) Strengthen disaster readiness and resilience across neighborhoods
- 2) Train residents to share useful skills, tools, and equipment during emergencies
- 3) Develop neighborhood maps identifying utility shutoff points and households with special needs
- 4) Build community engagement and pride through collective preparedness

Scope of Policy

- 1) Communication & Coordination
 - a) Establish a Steering Committee (4–10 members) with representation from MBNW, MBCERTA, MBFD, and community members
 - b) Hold monthly Steering Committee meetings
 - c) Conduct MYN outreach at community and citywide events
 - d) Recruit trainers and hosts through MBNW, MBCERTA, and outreach efforts
 - e) Track and report participation and training metrics
- 2) Training and Supporting Activity
 - a) Training the MYN trainers takes place in-home for the MYN block Captain.
 - b) Recruit MYN trainers (usually from current Neighborhood Watch block captains/volunteers and CERT volunteers).

- c) Outreach is conducted to Neighborhood Watch Block Captains to schedule and host in-home MYN trainings for their blocks.
- d) All online inquiries for MYN come through the CERT website, and then CERT forwards these inquiries to the appropriate MYN committee member.
- e) Recruit and certify MYN trainers under the Master Trainer using the nine-step process
- f) Provide trainers with standardized materials
- g) Ensure all participants receive the official MYN booklet
- 3) Resources & Support
 - a) MBFD Liaison will:
 - i) Reserve facilities for meetings/trainings
 - ii) Prepare agendas and track action items
 - iii) Manage photocopying and booklet printing (budget Items)
 - iv) Act as a communication bridge between Steering Committee and MBFD leadership
 - b) Chain of Command: The Liaison is a Disaster Service Worker (DSW) and reports to the MBFD Chief or designee
 - c) Inquiries: MBCERTA will manage inquiries via website/email and route them to the Steering Committee
 - d) Recordkeeping: Steering Committee maintains an up-to-date trainer and participant registry

Roles & Responsibilities

- 1) Manhattan Beach Neighborhood Watch (MBNW)
 - a) Assign one representative to the Steering Committee
 - b) Recruit trainers through volunteers
 - c) Encourage block captains to host MYN trainings
 - d) Promote MYN at outreach events
- 2) Manhattan Beach Community Emergency Response Team Association (MBCERTA)
 - a) Manage incoming inquiries and forward them appropriately
 - b) Assign one representative to the Steering Committee
 - c) Recruit trainers from MBCERTA volunteers
 - d) Promote MYN at outreach events
 - e) Provide situational awareness updates to the City's Emergency Operations Center during disasters
- 3) Manhattan Beach Fire Department (MBFD)
 - a) Assign and support an MYN Liaison
 - b) Provide logistical support for facilities, agendas, and training materials
 - c) Serve as the lead oversight agency
- 4) Community Leaders
 - a) Encourage participation and promote MYN at the neighborhood level

Expected Outcomes

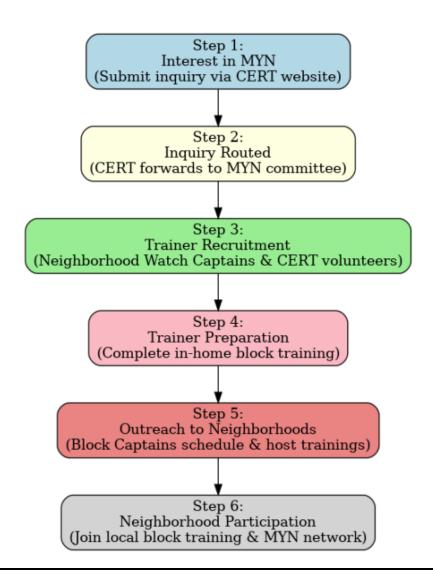
- 1) Increased neighborhood disaster resilience
- 2) Expanded resident engagement and preparedness
- 3) Standardized and consistent MYN training across neighborhoods
- 4) Improved situational awareness during disasters
- 5) Performance:
 - a) In July 2025, approximately 30 community members were trained on MYN at inhome presentations
 - b) Updating the MYN trainer and participant registry annually

Conclusion

This policy establishes a structured framework for the Map Your Neighborhood program, ensuring collaboration between MBNW, MBCERTA, and MBFD. It strengthens community preparedness and enhances local disaster response capacity.

The policy may be revised as needed to reflect changes in resources, technology, or community priorities. Active participation and support from all stakeholders are critical for sustaining MYN's success.

How to Join MYN Flow Chart



MAP YOUR NEIGHBORHOOD - MYN

WITH THANKS TO WASHINGTON STATE EMERGENCY MANAGEMENT, PUBLIC EDUCATION



BUILDING AND STRENGTHENING DISASTER READINESS AMONG NEIGHBORS

REMEMBER...

Immediately following disasters, follow the 9 steps described in this booklet.



www.mbcerta.org

Drop Box #1 400 15th Street Manhattan Beach, CA 90266

info@mbcerta.org



www.manhattanbeach.gov

Fire Station 1 400 15th Street Manhattan Beach, CA 90266

Fire Station 2 1400 Manhattan Beach Boulevard Manhattan Beach, CA 90266

INTRODUCTION TO MAP YOUR NEIGHBORHOOD (MYN)

In a disaster, our most immediate source of help are the neighbors living around us.

In this handout you will:

1. Learn the first 9 steps to take immediately following a disaster to secure your home and to protect your neighborhood.

It is hard to think clearly following a disaster. These steps will help you quickly and safely do things that really help.

2. Identify three skills and equipment each neighbor has that are useful in an effective disaster response.

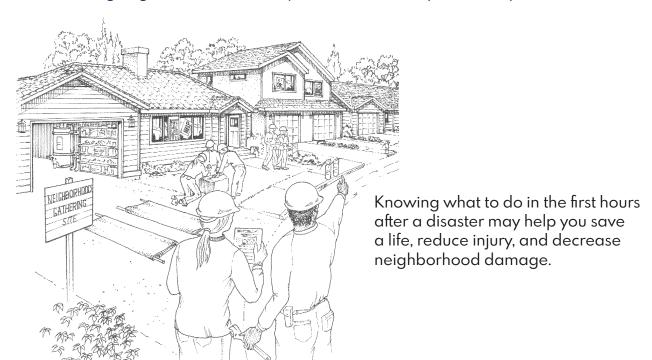
Knowing which neighbors have supplies and skills helps your disaster response be timely, and allows everyone to contribute to the response in a meaningful way.

- 3. Create a Neighborhood Map showing the locations of:
 - · Each natural gas meter and propane tank,

About 67% of house fires following disasters are caused by leaking gas. Knowing where these meters are and shutting them off helps eliminate this threat.

• Each neighbor who is elderly, who has a disability, and where children are who may be home alone at certain hours of the day.

Checking on neighbors vulnerable to injury and trauma helps protect them from going into shock, and helps ensure that everyone is okay.



9 STEPS IMMEDIATELY FOLLOWING DISASTER

AT HOME...

- Step 1: Take care of your loved ones.
- Protect your head, feet and hands. A bicycle helmet or hard Step 2: hat protects from falling debris. Sturdy shoes protect from broken glass. Leather gloves protect from sharp objects.
- Check the natural gas or propane at your home. Shut off if Step 3: necessary. This is one of the best ways to prevent fire.





Step 6: Put your fire extinguisher on the sidewalk or where your neighbors can see it. This way, if a neighbor has a small fire after a disaster, extinguishers are immediately available.

WITH NEIGHBORS...

Contact Information:

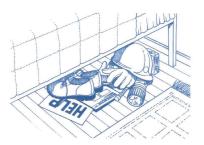
Step 7: After Steps 1-6 are completed, go to the **Neighborhood Gathering Site.** (The following page will help you choose this location.)

Write your Neighborhood Gathering Site location here:

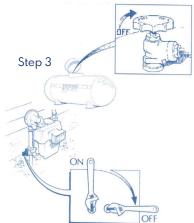


- TEAM I will listen to the Emergency Alert System (AM/FM radio), or to a NOAA Weather Radio and keep neighbors informed of what they learn.
- · TEAM 2 will check on neighbors who are elderly, those with disability, or children who may be home alone.
- TEAM 3 will check all natural gas meters and propane tanks, and shut off the gas as necessary.
- TEAM 4 will check on all homes with the "Help" card displayed on the front door or window, or with no card showing. Be prepared to give first aid. Trust your instincts; something feels unsafe, stay out.
- Step 9: Share what you have done with the rest of your neighbors.

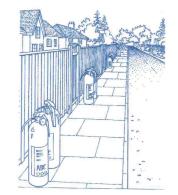
After your Team has completed its work, go back to the Neighborhood Gathering Site.



Step 2: Keep these under your bed.



Turn the valve ¼ turn to shut off the gas. NEVER turn it back once it has been turned off.



Step 6

NEIGHBORHOOD GATHERING SITE AND CARE CENTER

NEIGHBORHOOD GATHERING SITE:

Come to the Neighborhood Gathering Site after you have completed Steps 1-6 of "9 Steps Immediately Following Disaster." Coming here will help you organize an effective neighborhood response, and reduce confusion.

The Neighborhood Gathering Site is at someone's home, though not inside because it is important that it is easily seen. The visibility will help remind everyone that they should come here. A large front porch, a covered carport, or an open garage will protect you from rain or snow.

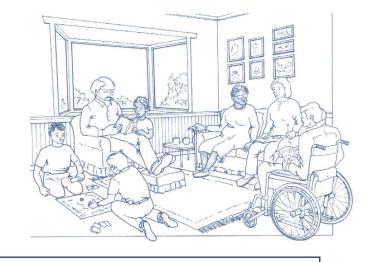


Write your Neighborhood Gathering Site here (also write this location on the previous page):

NEIGHBORHOOD CARE CENTER:

A Neighborhood Care Center is inside someone's home. It is a place where children, those who are elderly, and those with a disability can be brought so they are not alone and can be given care.

Write your Neighborhood Care Center location here:



NEIGHBORHOOD SKILLS AND EQUIPMENT INVENTORY

Who knows what? Who has what? Who can do what?

Write the names of neighbors with these skills/knowledge and equipment/supplies:

SKILLS / KNOWLEDGE		EQUIPMENT / SUPPLIES	
FIRST AID SKILLS		FIRST AID SUPPLIES	
CHILD CARE SKILLS		TENTS/SPARE BEDDING	
ELDER CARE SKILLS		CHAIN SAW	
SEARCH AND RESCUE SKILLS		GENERATOR	
CRISIS COUNSELING SKILLS		FIRE EXTINGUISHER	
PLUMBER SKILLS	A	CAMP STOVE	1
CARPENTER SKILLS		NOAA WEATHER RADIO	
ELECTRICIAN SKILLS		WALKIE-TALKIE	
FIREFIGHTING SKILLS		LADDER	
MILITARY/SERVICE SKILLS		CROWBAR	
HAM OPERATOR		STRONG ROPE	
LANGUAGE SKILLS		LIGHTING	
COORDINATING AND ORGANIZATIONAL SKILLS			

GUIDELINES FOR NEIGHBORHOOD MAPPING

These guidelines will help you sketch a neighborhood map (create the sketch on the following page).

FIRST:

Sketch the basic layout of your neighborhood.

- Include streets, building lots, and houses.
- · Include house numbers.

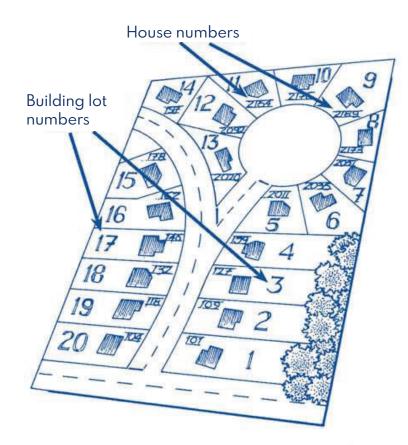
SECOND:

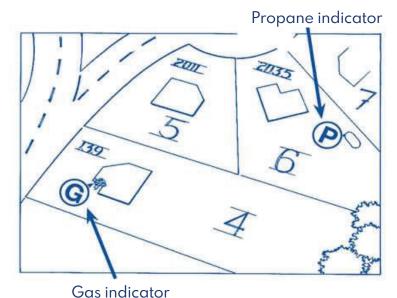
Number the building lots in order.
 This will allow you to easily match each house to the information on the Contact List (see FOURTH step).

THIRD:

Mark the exact location of each natural gas meter or propane tank on your map.

- Explain the location of your gas meter to your neighbors. For example, "behind the lilac bush on the front corner of the house."
- Suggestion: At the end of the meeting, walk your neighborhood and find each meter. It will help to see where each meter is located.

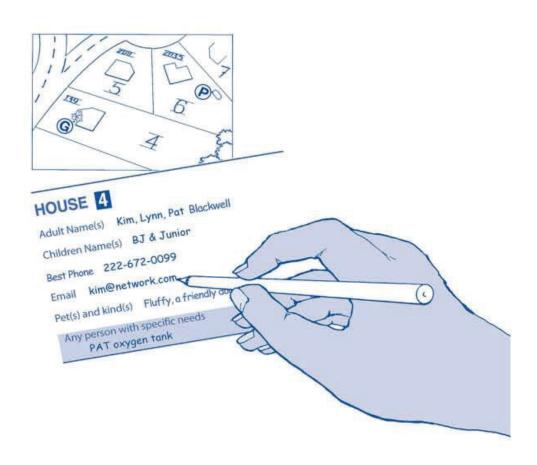




NEIGHBORHOOD SKILLS AND EQUIPMENT INVENTORY

FOURTH:

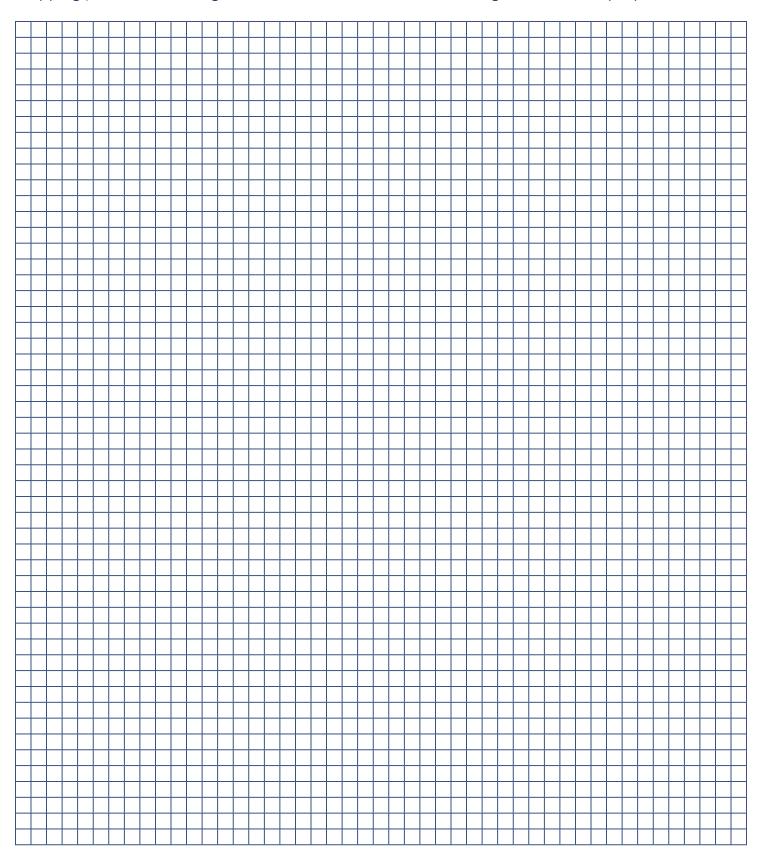
- In the tinted box on the Contact List, write names of those who may need extra help during disasters (neighbors who are elderly, neighbors with disabilities, and children who may be home alone at certain hours of the day).
- Match 1 on contact list with the lot that you numbered "1," match 2 with the lot that you numbered "2," match 3 with "3," match 4 with "4," etc.



IN THE NEXT 48 HOURS, COMPLETE THE CONTACT LIST AS SHOWN ABOVE.

YOUR NEIGHBORHOOD MAP

Draw the layout of streets, building lots and houses (see previous "Guidelines for Neighborhood Mapping"). Number building lots in order: Mark exact locations of gas meters and propane tanks.



YOUR NEIGHBORHOOD CONTACT LIST

HOUSE

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 6

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE III

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 2

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 7

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 12

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 3

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 8

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 13

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 4

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 9

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 14

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 5

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 10

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 15

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

YOUR NEIGHBORHOOD CONTACT LIST (CONTINUED)

HOUSE 16

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 21

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 26

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 17

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 22

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 27

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 18

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 23

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 28

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 19

Adult Name(s)

Children Name(s)

Best Phone

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Pet(s) and kind(s)

Any persons with specific needs

HOUSE 24

Adult Name(s)

Children Name(s)

Best Phone

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Pet(s) and kind(s)

Any persons with specific needs

HOUSE 29

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 20

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 25

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

Any persons with specific needs

HOUSE 30

Adult Name(s)

Children Name(s)

Best Phone

Email

Pet(s) and kind(s)

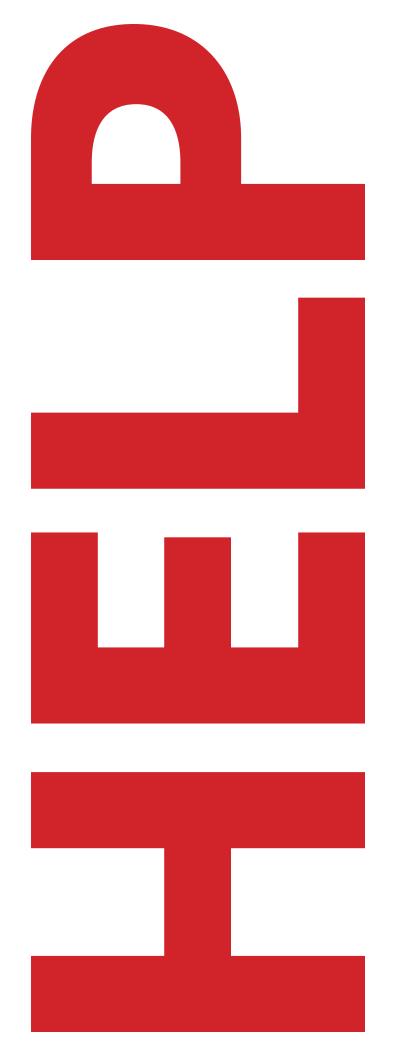
Any persons with specific needs

BEFORE THE DISASTER

Put two band aids in this booklet and put the booklet under your bed, along with your sturdy shoes, hard hats, and leather gloves.

AFTER THE DISASTER

Use the band aids to hang this card on the front door or a window so it is visible from the street.





Check these houses first: "No Card" and "Help"



Check these houses later to make sure they are fine.

